INDEX

${f A}$	Chapel fund accounting (part 1)—Continued
Accounting application, 4-16 to 4-53, 5-1 to	administration of chapel funds, 4-1 to 4-4 management responsibilities, 4-2 to 4-4
5-31, 5-49 to 5-67	number of chapel funds per
Administration of chapel funds, 4-1 to 4-4	command, 4-2
Annual appropriation, 3-1	purpose of chapel funds, 4-1
Appropriations, 3-1 to 3-2	type of fund, 4-1
status of, 3-2	summary, 4-53 to 4-54
types, 3-1 to 3-2	Chapel fund accounting (part 2), 5-1 to 5-71
annual, 3-1	accounting application (October), 5-49
continuing, 3-2	to 5-67
multiple-year, 3-2	closing entries, 5-57 to 5-67
Audits, 4-15 to 4-16	petty cash fund, 5-57
Auxiliary chaplains, 3-10 to 3-17	receipts and expenditures record, 5-57
appointment process, 3-13	to 5-67
guidelines for appointment, 3-10, 3-13	accounting application (September), 5-1
payment of appointees, 3-13 privileges of appointees, 3-13	to 5-31
qualifications for appointment, 3-13	checking account, 5-31
termination, 3-17	closing entries, 5-21 to 5-31
termination, 5-17	petty cash vouchers, 5-21
В	purchase order (part 3), 5-21 to 5-31 receipts and expenditures record, 5-31
2	statement of operations and net worth,
Budgeting, CRP, 3-18 to 3-19	5-31 to 5-49
3. 3. 3. 4. 4. 4. 4. 4. 4. 4. 4. 4. 4. 4. 4. 4.	annual, 5-45 to 5-49
\mathbf{C}	quarterly, 5-31 to 5-45
	summary, 5-67
Chapel facilities, 1-7	Chapel, the military, 1-6 to 1-7
Chapel fund accounting (part 1), 4-1 to 4-54	Chaplain Corps, the, 1-3 to 1-6
accounting application, 4-16 to 4-53	Chaplain's Specialist, the, 1-9 to 1-11
accounting guidelines, 4-4 to 4-16	Checking account, 5-31
accounting forms, 4-16	9
audits, 4-15 to 4-16	Chief of Chaplains, mission of the, 1-6
dissolution of funds, 4-16	Choral activities, 1-7
expenditures, 4-9	Civilian clergy, employment of, 3-10 to 3-18
financial reports, 4-16	auxiliary chaplains, 3-10 to 3-17
general instructions, 4-4 to 4-5	clergy for occasional ministries, 3-18
petty cash fund, 4-9 to 4-13	contract chaplains, 3-17 to 3-18
property and equipment, 4-13 to 4-15 receipts, 4-5 to 4-9	offerings at services conducted by civilian
1 eccipis, 4-3 to 4-3	clergy, 3-18

Clergy for occasional ministries, 3-18 Funds, 3-2 to 3-8 Closing entries, 5-21 to 5-31, 5-57 to 5-67 revolving, 3-3 to 3-8 Command chaplain, 1-7 to 1-8 Naval Working Fund (NWF), 3-7 Command Religious Program (CRP) budgeting, Navy Industrial Fund (NIF), 3-6 3-18 to 3-19 Navy Management Fund (NMF), 3-7 budgeting, 3-19 planning, 3-19 Navy Stock Fund (NSF), 3-3 to 3-6 programming, 3-19 trust, 3-8 Command Religious Program, the 1-7 to 1-9 aboard ship, 1-8 to 1-9 at a shore installation, 1-7 to 1-8 \mathbf{G} Conducting the inventory, 2-29 to 2-30 Continuing appropriation, 3-2 Contract chaplains, 3-17 to 3-18 Guidelines, accounting, 4-4 to 4-16 appointment process, 3-17 guidelines for appointment, 3-17 payment of appointees, 3-18 Н privileges of appointees, 3-17 qualification for appointment, 3-17 History of the Religious Program Specialist termination, 3-18 (RP) rating, 1-9 to 1-12 Ι D Inventory functions, 2-27 to 2-30 DD Form 1348, preparation of, 2-14 to 2-25 Divine services, 1-7 Disbursements, nonappropriated funds, 3-9 J Dissolution of funds, 4-16 Duty stations, RP, 1-17 Jargon Command Religious Program, 1-17 \mathbf{E} \mathbf{L} Education, religious, 1-8 Literature, religious, 1-8 Equipage, 2-27 to 2-29 Equipment and property, 4-13 to 4-15 Expenditures, 4-9 \mathbf{M} Management responsibilities, 4-2 to 4-4 chapel fund administrator, 4-2 to 4-4 \mathbf{F} command chaplain, 4-2 commanding officer, 4-2 Federal Catalog System, 2-2 to 2-5 Microfiche documents and supply publications, Financial reports, 4-16 2-5 to 2-9 Forms, accounting, 4-16 Military chapel, the, 1-6 to 1-7

N

National Stock Number, 2-1 to 2-9
Naval Working Fund (NWF), 3-7
Navy Industrial Fund (NIF), 3-6
Navy Management Fund (NMF), 3-7 to 3-8
Navy Stock Fund (NSF), 3-3 to 3-6
Nonappropriated funds, 3-8 to 3-9
disbursements, 3-9
sources of review, 3-9

0

Offerings at services conducted by civilian clergy, 3-18 Operating targets, 3-1 to 3-20 appropriations, 3-1 to 3-2 status of, 3-2 types, 3-1 Command Religious Program (CRP) budgeting, 3-18 to 3-19 budgeting, 3-19 planning, 3-19 programming, 3-19 employment of civilian clergy, 3-10 to 3-18 auxiliary chaplains, 3-10 to 3-17 clergy for occasional ministries, 3-18 contract chaplains, 3-17 to 3-18 offerings at services conducted by civilian clergy, 3-18 funds, 3-2 to 3-8 revolving, 3-3 to 3-8 trust. 3-8 nonappropriated funds, 3-8 to 3-9 disbursements. 3-9 sources of review, 3-9 operating target (OPTAR), 3-9 to 3-10 summary, 3-20 OPTAR, operating target, 3-9 to 3-10

Pastoral counseling, 1-8
Petty cash fund, 4-9 to 4-13, 5-57
Petty cash vouchers, 5-21
Planning, CRP budgeting, 3-19
Programming, CRP budgeting, 3-19
Property and equipment, 4-13 to 4-15
Publications and microfiche documents, supply, 2-5 to 2-9
Purchase order (part 3), 5-21 to 5-31
Purpose of chapel funds, 4-1
Purpose of the Chaplain Corps, 1-6

\mathbf{R}

Receipts, 4-5 to 4-9 Receipts and Expenditures Record, 5-31, 5-57 to 5-67 Religious Program Specialist, the, 1-1 to 1-17 Chaplain Corps, the, 1-3 to 1-6 mission of the Chief of Chaplains, 1-6 purpose of the Chaplain Corps, 1-6 command religious program aboard ship, the, 1-8 to 1-9 command religious program at a shore installation, the, 1-7 to 1-8 chapel facilities, 1-7 choral activities, 1-7 command chaplain, 1-7 to 1-8 divine services, 1-7 pastoral counseling, 1-8 religious education, 1-8 religious literature, 1-8 special religious services, 1-7 command religious program jargon, 1-17 history of the Religious Program Specialist (RP) rating, 1-9 to 1-12 Chaplain's Specialist, the, 1-9 to 1-11 Religious Program Specialist, 1-11 to 1-12 Yeoman Chaplain's Professional Assistant (YN-2525), 1-11 military chapel, the, 1-6 to 1-7 RP duty stations, 1-17 RP skills and knowledge, 1-12 to 1-17 summary, 1-17 Review, sources of, nonappropriated funds, 3-9 Revolving funds, 3-3 to 3-8

 \mathbf{S}

SERVMART requisition (DD Form 1348), preparation of, 2-25 to 2-27 Skills and knowledge, RP, 1-12 to 1-17 Special religious services, 1-7 Statement of Operations and Net Worth, 5-31 to 5-49 annual, 5-45 to 5-49 quarterly, 5-31 to 5-45 Supply functions, 2-1 to 2-30 inventory functions, 2-27 to 2-30 conducting the inventory, 2-29 to 2-30 equipage, 2-27 to 2-29 MILSTRIP requisitioning, 2-9 to 2-27 preparation of DD Form 1348, 2-14 to 2-25 preparation of SERVMART requisi-

tion (DD Form 1348), 2-25 to 2-27

Supply functions—Continued
National Stock Number, 2-1 to 2-9
Federal Catalog System, 2-2 to 2-5
supply publications and microfiche
documents, 2-5 to 2-9
summary, 2-30

 \mathbf{T}

Trust funds, 3-8

 \mathbf{Y}

Yeoman Chaplain's Professional Assistant (YN-2525), 1-11